

PHA Plans

Annual Plan for Fiscal Year 2002

Housing Authority of Riviera Beach

Riviera Beach, Florida

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Riviera Beach Housing Authority
Riviera Beach, Florida

PHA Number: FL076/fl076v02

PHA Fiscal Year Beginning: October 1, 2002

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☒ Family Investment Center Office

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☒ Family Investment Center Office/Resident Council Office

Annual PHA Plan
PHA Fiscal Year 2002
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☒ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The focus of the Fiscal Year 2002 Annual Plan for the Riviera Beach Housing Authority (RBHA) will be to ensure that the Agency is removed from the HUD “troubled list”. This process will be most effective by continuing to increase the number and quality of affordable housing units available to low income families by improving maintenance and management operations, reducing overhead costs, and accelerating the schedule of redevelopment activities. The FY 2002 activities will be directed towards continued improvement of the systems, procedures and administrative structure of the Agency. In an effort to continue to improve the delivery of services to the residents of the RBHA and the families on the waiting list, the primary goal will be to maximize strategies geared toward resident self-sufficiency combined with affordable housing.

Initiatives are planned to continue to increase the number and quality of available units through the capitalization of a redevelopment investment strategy. Efforts will be directed to continue to coordinate and prioritize the acquisition of housing stock including single family homes, through the implementation of a community-based housing plan. A comprehensive homeownership development venture has been initiated by focusing on the leveraging of public and private partnerships, thereby, increasing the affordability quotient for residents of the RBHA.

Management initiatives will include continuing comprehensive training seminars designed to provide staff with the additional support needed for service delivery. The RBHA will also strive to continue to increase the utilization and availability of supportive services as they are currently consolidated through a unified, service delivery Family Investment Center. This type of service proliferation has improved the self-sufficiency of RBHA residents by providing a “one-stop-shop” facility. An additional objective of this Annual Plan will be to continue to target the deconcentration of poverty within Palm Beach County.

In FY 2002, the RBHA will continue to strengthen the existing resident non-profit. Through the creation of additional resident businesses and employment opportunities, the housing and service delivery options to residents will be improved. The Ivey Green Resident Council, Inc. will be provided with continued opportunities for entrepreneurship and employability skills with the ultimate goal targeting the initiation of a contract between the RBHA and the Resident Council.

The RBHA will continue to implement a comprehensive screening program in which residents will contribute to the “decision making” as partners in the selection process. Concentrated law enforcement efforts, including an on-site substation, have improved the community policing initiatives available to the RBHA. Residents and staff will continue to be provided with motivational enhancements to aid in the effective management of the Agency in meeting the established goals and objectives.

The RBHA has achieved the objectives established for FY 2001. An evaluative summary was provided to the Board of Commissioners with a checklist detailing all goals that have been accomplished. It is the intent of the RBHA to continue with the implementation of the goals and objectives in the Five Year Plan. All strategies for FY 2002 are consistent with the Five Year Plan (2000-2004) as they are a continuation of efforts and resources.

In conclusion, it is the intent of the RBHA to restore the agency to a status of “high performer” more specifically, to remove the RBHA from the HUD troubled list in FY 2002. Public housing in Riviera Beach should be referred to as “housing of choice” versus of “housing of last resort”.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ FY 2002 Capital Fund Program Annual Statement
- ☒ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- ☒ Deconcentration and Income Mixing
- ☒ Annual Statement/Performance & Evaluation Reports

Optional Attachments:

- ☒ FY 2002 Capital Fund Program 5 Year Action Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources Statement and Operating Budget for FY 2001 approved by TARC on 06/3/02.
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Revise Rent Determination Policy

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	MOU with TARC and City of Riviera Beach
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(Monthly Summary Progress Reports to TARC)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

The RBHA has reviewed the Consolidated Plan for Palm Beach County 2000-2005, and all information included in the RBHA Five-Year Plan and Annual Summary are consistent with the goals and objective of the referenced document.

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ability	Size	Locatio n
Income <= 30% of AMI	55	4	3	3	3	2	2
Income >30% but <=50% of AMI	2	3	3	3	3	2	2
Income >50% but <80% of AMI	5	5	5	5	4	2	3
Elderly	1	4	3	3	3	2	2
Families with Disabilities	9	4	3	3	4	2	2
Race/Ethnicity Caucasian	3	3	2	2	2	1	4
Race/Ethnicity African-American	54	4	3	3	3	2	2

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2000 - 2005
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy
("CHAS") dataset
- ☒ Other housing market study
Indicate year: 2001
- ☒ Other sources: HUD income limits for Palm Beach County effective 3-9-02

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	30	100	
Extremely low income <=30% AMI	13	44	
Very low income (>30% but <=50% AMI)	30	100	
Low income (>50% but <80% AMI)	0	0	
Families with children	27	90	
Elderly families	2	7	
Families with Disabilities	2	7	
Race/ethnicity African-American	30	100	
Race/ethnicity Hispanic	0	0	
Race/ethnicity Caucasian	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	3	10	

Housing Needs of Families on the Waiting List			
2 BR	10	33	
3 BR	14	47	
4 BR	3	10	
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 8 months</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

Housing Needs of Families on the Waiting List			
<p>Waiting list type: (select one)</p> <p><input checked="" type="checkbox"/> Section 8 tenant-based assistance</p> <p><input type="checkbox"/> Public Housing</p> <p><input type="checkbox"/> Combined Section 8 and Public Housing</p> <p><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</p> <p>If used, identify which development/sub-jurisdiction:</p>			
	# of families	% of total families	Annual Turnover
Waiting list total	129		
Extremely low income <=30% AMI	0	0%	
Very low income (>30% but <=50% AMI)	128	100%	
Low income (>50% but <80% AMI)	1	0%	
Families with children	99	77%	
Elderly families	30	24%	
Families with Disabilities	6	05%	
Race/ethnicity African-American	110	92%	
Race/ethnicity Hispanic	03	3%	

Housing Needs of Families on the Waiting List			
Race/ethnicity Caucasian	15	12%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	15	12%	
2 BR	66	52%	
3 BR	34	27%	
4 BR	14	11%	
5 BR	1	0	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 7 Months Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

In the upcoming year, the RBHA will be continuing to direct its efforts by maximizing the number of affordable units available to the Agency by (1) reducing the number of vacancies, (2) reducing the turnaround time for routine vacancies, and (3) marketing to groups under represented on the waiting list in comparison to the availability of units. The RBHA will continue to aggressively pursue homeownership opportunities for residents through the establishment of partnerships with public and private enterprise. The components of this strategy were developed in consultation with the Ivey Green Resident Council Inc., the Resident Advisory Board, and other public and private non-profit housing agencies and reflect the RBHA's mission of utilizing all available resources as efficiently as possible to accomplish its overall mission.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1: Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- x Employ effective maintenance and management policies to minimize the number of public housing units off-line
- x Reduce turnover time for vacated public housing units
- x Reduce time to renovate public housing units
- x Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of the unit size required.

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- x Apply for additional Section 8 vouchers should they become available
- x Continue to leverage affordable housing resources in the community through the creation of mixed-finance housing
- x Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- x Improve Systems and Resource usage so that more existing units are available for occupancy

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- x Increase marketing campaign to target families that meet these requirements

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- x Increase marketing campaign to target families that meet these requirements

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- x Develop marketing strategy to attract more eligible elderly families
- x Apply for special-purpose vouchers targeted to the elderly, should they become available
- x Pursue designation for elderly housing if waiting list determines a quantifiable need during the Fiscal Year.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- x Implement the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing.
- x Apply for special-purpose vouchers targeted to families with disabilities, should they become available if the waiting list demonstrates a need.
- x Affirmatively market to local non-profit agencies that assist families with disabilities.
- x Encourage joint ventures with non-profit providers of services and housing for the disabled to provide additional housing for the disabled.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- x Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- x Counsel Section 8 (Housing Choice Voucher) tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- x Market the Section 8 (Housing Choice Voucher) program to owners outside of areas of poverty/minority concentrations.

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- x Funding constraints
- x Staffing constraints
- x Limited availability of sites for assisted housing
- x Extent to which particular housing needs are met by other organizations in the community
- x Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- x Influence of the housing market on PHA programs
- x Community priorities regarding housing assistance
- x Results of consultation with local or state government
- x Results of consultation with residents and the Resident Advisory Board
- x Results of consultation with advocacy groups

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)	\$4,585,218	
a) Public Housing Operating Fund	\$818,529	
b) Public Housing Capital Fund	\$285,317	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,088,383	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Resident Opportunity and Self-Sufficiency Grants (FSS)	\$70,000	
h) Community Development Block Grant	\$0	
i) HOME		
Other Federal Grants (list below)		
Head start	\$158,125	PH Daycare and Childcare Center
CSC	\$164,864	PH Daycare and Childcare Center
2. Prior Year Federal Grants (unobligated funds only) (list below)		
	\$217,937	
Capital Fund FY 2001	\$217,937	PH Capital Improvements
3. Public Housing Dwelling Rental Income	\$271,656	PH Operations
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	\$5,074,811	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (Select all that apply)
- x When families approach number 10 on the waiting list
 - x When families are within a certain time of being offered a unit: (60 days)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- x Criminal or Drug-related activity
 - x Rental history
 - x Housekeeping
 - x Credit History
 - x Verity of Application
 - x Ability to comprehend and understand the lease
 - x Successful completion of pre-occupancy training
- c. x Yes: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. x Yes: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. x No: Does the PHA access FBI criminal records from the FBI for screening purposes? (Either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- x Community-wide lists
 - ☐ Sub-jurisdictional lists
 - ☐ Site-based waiting lists
 - ☐ Other (describe)
- b. Where may interested persons apply for admission to public housing?
- x PHA main administrative office

☐ PHA development site management office

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (Select one)

x Two

b. x Yes, This policy is consistent with waiting list types.

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

x No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- x Emergencies
- x Over housed
- x Under housed

- x Medical justification
- x Administrative reasons determined by the PHA (e.g., to permit modernization work)
- x Resident choice: (state circumstances below)
*Hardship
- x Reasonable accommodation for disability

c. Preferences

1. x Yes: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- x Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- x Substandard housing
- x Homelessness
- x High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Substandard housing
- 3 Homelessness
- 4 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- x Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- x The PHA-resident lease
- x The PHA's Admissions and (Continued) Occupancy policy
- x PHA briefing seminars or written materials
- x Resident Council Meetings

b. How often must residents notify the PHA of changes in family composition?

(Select all that apply)

- ☐ At an annual reexamination and lease renewal
- x Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

- a. x No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

The RBHA only has one development, but efforts will be made to increase the income level of the families in Ivey Green Village.

b. x No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (Select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. X No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (Select all that apply)
- x Criminal or drug-related activity only to the extent required by law or regulation
 - x Criminal and drug-related activity, more extensively than required by law or regulation
 - x More general screening than criminal and drug-related activity (list factors below)
- b. x Yes: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. x Yes: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. x No: Does the PHA access FBI criminal records from the FBI for screening purposes? (Either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (Select all that apply)
- x Criminal or drug-related activity: The landlord will be notified that the prospective tenant is eligible or non-eligible based on criminal history. The landlord will also be notified when a tenant has violated the RBHA Rules of Tenancy Policies including, "One-Strike".
 - x Tenant history of violations of program or policies, i.e. non payment of rent, damage to unit, termination/reinstatements

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (Select all that apply)
- x None
 - ☐ Federal public housing
 - ☐ Federal moderate rehabilitation
 - ☐ Federal project-based certificate program
 - ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (Select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

a. X No: Does the PHA give extensions on standard 60-day period to search for a unit? Up to 2 (30-day) extensions will be granted if the applicant has exercised due diligence in his or her housing search, death in family or in the case of prolonged illness

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

x No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. x Yes: Has the PHA established preferences for admission to section 8 tenant-based assistance? (Other than date and time of application) (If no, skip to subcomponent)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (Select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Substandard housing
☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs

- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Substandard housing
- 2 Homelessness
- 3 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- x Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
- ☐ Other (list below)
- ☐ * ISS Office

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- x The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
x \$26-\$50

2. X No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. X No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
☐ Yes but only for some developments
☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments

- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **The threshold amount utilized is any increase over \$5.**
- ☐ Other (list below)

g. X No: Does the PHA plan to implement individual savings accounts for residents (ISA's) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper

- ☒ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)
Fair Market Value real state assessments

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- x Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☐ Success rates of assisted families
x Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
x \$26-\$50

b. ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.
(select one)

- x An organization chart showing the PHA's management structure and organization is attached (see **Attachment D (f1076d02)**)

B. HUD Programs Under PHA Management

?? List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

??

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	156	5%
Section 8 Vouchers	425	10%
Section 8 Certificates	0	0%
Section 8 Mod Rehab		
Special Purpose Section 8	N/A	

Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	156	
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) RBHA Public Housing Policies and Procedures Manual
- (2) RBHA Section 8 Administrative Plan
- (3) RBHA Pet Policy
- (4) Preventive Maintenance Policy and Procedures

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. X No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- x PHA main administrative office
- ☐ PHA development management offices
- ☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. X No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

The PHA will incorporate additional informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 program during the upcoming fiscal year. The procedures will be submitted to the Board of Commissioners and TARC for approval prior to implementation.

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- x PHA main administrative office

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- x The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment A (fl076a02)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. X Yes: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund?
(if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- x The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment B (fl076b02)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- X No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway

- X No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

- X No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

- X No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. X No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- X No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. X Yes: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly

families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.) If the waiting list for elderly units and a market analysis supports and substantiates a need for designated elderly housing, the RBHA will apply for the designation within FY2002.

2. Activity Description

☒ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Ivey Green Village
1b. Development (project) number: FL14PO7650100
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> If waiting list supports
4. Date this designation approved, submitted, or planned for submission: <u>10/2002</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 50
7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development (High Rise Building Only) <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. X No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan

(date submitted or approved:)

- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

The RBHA currently does have a homeownership program administered by the RBHA. Strategies are currently being reviewed to leverage public and private partnerships with the intent of providing homeownership options including, the construction of thirty-single family homes and down payment assistance. The FSS program does target Housing Choice Voucher and conventional families and for homeownership participants. This FSS program does include escrow accounts.

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. X No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

B. Section 8 Tenant Based Assistance

1. X Yes: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

1. Program Description: The RBHA has developed a full homeownership training program and has a certified FSS Specialist on staff to ensure effective implementation.

a. Size of Program

X Yes: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☒ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

X No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

x Yes: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 01-01-98

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- x Client referrals
x Information sharing regarding mutual clients (for rent determinations and otherwise)
x Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
x Jointly administer programs
x Partner to administer a HUD Welfare-to-Work voucher program
x Joint administration of other demonstration program
x Small grants for on-site child care provisions

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies

- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self-Sufficiency Programs. The position of the table may be altered to facilitate its use.)

THE RBHA does utilize a comprehensive system of service providers that offers self-sufficiency initiatives. A complete listing of these agencies/organizations and the services they provide is included as supporting documentation. All residents of public housing and Section 8 are eligible to participate in any of the services offered. Access to these services is available through the FSS Coordinator, Director of Resident Services, and Housing Choice Voucher Administrator.

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Ivey Green Youth Center	83	School Age	Resident Service Office	Both
Ivey Green Village Comprehensive Child Care	36	0-5 year olds	Resident Service Office	Both

Lost Tree	100	All ages	Resident Service Office	Both
Palm Beach County Theater	100	School Age	5-14	Both
Children's Home Society	144	5-14	Resident Service Office	Public Housing
Housing Partnership	100	5-14	Resident Service Office	Public Housing
Comprehensive Aids Program	100	All	Resident Service Office	Both
Palm Beach County Literary Council	100	All	Resident Service Office	Both
Caring Foundation	80	All	Resident Service Office	Both
Palm Beach County AIDS Program	10	55-65	Resident Service Office	Both
WXEL42 First Book Reading Program	100	All	Resident Service Office	Both
Focus on Promise	100	All	Resident Service Office	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	Voluntary	3 as of 5/01/02
Section 8	25	25 as of 5/01/02

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

- The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
 - x Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - x Informing residents of new policy on admission and reexamination
 - x Actively notifying residents of new policy at times in addition to admission and reexamination.
 - x Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - x Establishing a protocol for exchange of information with all appropriate TANF agencies
 - x Resident Council Meetings

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
--

Although HUD has eliminated the Community Service Requirement for residents of government assisted housing the RBHA will still offer the initiative as a family self-sufficiency directive. Partnership agreements have been established with the Workforce Development Office to assist with the placement and monitoring of this component. The Community Service Initiative for the RBHA is as follows:

SERVICE REQUIREMENT

As a condition of the program initiative, each adult resident of public housing shall, if participating:

- 1) Contribute 8 hours per month of community service (does not include political activities); or
- 2) Participate in an economic self-sufficiency program for 8 hours per month; or
- 3) Perform 8 hours per month of combined community service and economic self-sufficiency.

COMMUNITY SERVICE:

Community Service is defined as the performance of volunteer work or duties that are a public benefit and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

QUALIFIED COMMUNITY SERVICE ORGANIZATION AND ACTIVITIES

As a convenience to covered residents, the Housing Authority will develop, post on the Authority's bulletin boards and provide to covered residents a list of qualified organizations (and activities) that have agreed to work with resident in helping them satisfy their community service requirement. Residents are not limited to the published list and are encouraged to identify other organizations and activities. To ensure compliance with this community service policy, residents should seek the Housing Authority's approval prior to volunteering for organizations or performing activities not included on the published list. It is the Housing Authority's policy to provide great latitude in approving community service organizations and activities.

SIGNED CERTIFICATIONS

The Housing Authority management staff will provide signed certifications of any community service activities administered by the Authority. In a similar manner, organizations other than the Authority, who administer qualifying activities, must provide signed certifications. The Housing Authority will provide residents with three parts, prepaid post card size certification forms which the residents will present to the organization administering the qualifying activities for certification approval and signatures. The person(s) approved for signing the certifications will tear the three part, prepaid mailer form apart, give one copy to the resident, keep one copy, and drop the

prepaid (and pre-addressed) part in the mail back to the Authority. The Authority will file the returned cards in each of the participating resident's file.

The following list of qualified service organizations and activities is presented as a convenience to covered residents. Covered residents are not limited to the following list and are encouraged to identify other organizations and activities.

Participating Organizations

- ?? Riviera Beach Housing Authority
- ?? City of Palm Beach
- ?? Palm Beach County
- ?? Department of Health and Human Services
- ?? Palm Beach County Health Department
- ?? Palm Beach County Schools
- ?? St. Mary's Hospital
- ?? Columbia Hospital
- ?? Good Samaritan Hospital

Participating Activities

- ?? Volunteer services to any participating organization
- ?? Self-sufficiency activities such as education, training and self-improvement classes
- ?? Housing Authority or City Volunteer Trash Pick-up Day
- ?? Participation in monthly resident programs as presented by the Housing Authority
- ?? Participation in scheduled and announced resident meetings as certified by the Housing Authority.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
 - x High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - x High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - x Observed lower-level crime, vandalism and/or graffiti
 - x High reported incidence of unsupervised juveniles at the RBHA public housing property

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- x Safety and security survey of residents
- x Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- x Analysis of cost trends over time for repair of vandalism and removal of graffiti
- x Resident reports
- x PHA employee reports
- x Police reports
- x Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs

3. Which developments are most affected? (list below)

IVEY GREEN VILLAGE

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- x Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- x Crime Prevention Through Environmental Design
- x Activities targeted to at-risk youth, adults, or seniors
- x Volunteer Resident Patrol/Block Watchers Program
- x Community Policing with resident training

2. Which developments are most affected? IVEY GREEN VILLAGE

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- x Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- x Police provide crime data to housing authority staff for analysis and action
- x Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- x Police regularly testify in and otherwise support eviction cases
- x Police regularly meet with the PHA management and residents
- x Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

x Specialized police task force targeting drug-related crime

2. Which developments are most affected? IVEY GREEN VILLAGE

D. Additional information as required by PHDEP/PHDEP Plan

Not applicable.

x Yes: The Housing Authority will be participating in PHDEP activities in FY2002 even though HUD has not allocated a separate set-aside grant but is funding former PHDEP activities through an 8.1% increase to the Operating Budget.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

RIVIERA BEACH HOUSING AUTHORITY PET POLICY for the ELDERLY or HANDICAPPED

1. Additional security deposit of \$100.00 of which no less than \$50.00 or not to exceed one months rent paid at the time for the pet move in. The remainder to be paid in increments of more or less than \$10.00 per month for each concurring month until the sum of \$100.00 is paid. The security deposit or any part thereof may not be used for any damages incurred on the unit unless directly related to said pet.
2. Demonstrate liability insurance coverage on the pet by the pet owners of no less than \$500,000/\$100,000, bodily injury and per occurrence, and to agree to assume responsibility for all debts incurred by said pet.
3. Signed statement assigning responsibility to no less than two persons to care for the pet in the event the pet owner dies, is incapacitated or is otherwise unable to care for the pet. (See last page).
4. The size of the pet is limited to a maximum of twenty pounds (adult weight).
5. Owner of the pet will be responsible for all cleanup (anywhere on the grounds or in the building). If pet owner is unable or contact with the tenant cannot be made a \$5.00 fine for each cleanup performed by the Riviera Beach Housing Authority will be assessed.
6. All pet owners must submit an up-to-date immunization record from a qualified veterinarian and must display a current license tag for said pet. Immunization records and pet license tags are to be re-certified at the time of the pet owner's re-certification of tenant eligibility.
7. Flea control must be maintained and demonstrated at all times.
8. Limit one pet per unit. Pet must be neutered and will use designated pet areas only. Pets will not be allowed in any designated areas unless accompanied by a responsible person and is restrained on a leash or similar device.
9. A visiting pet will no be allowed accommodations for a period longer than fourteen (14) days and nights.
10. A pet owner must comply with all Riviera Beach Housing Authority, Palm Beach County, State of Florida and Federal Regulations on animal regulatory laws.
11. A pet owner is in violation of the city ordinance on animal control when his or her animal causes objectionable noises, destroy or damages the property of others.
12. When litter boxes are in use, the pet owner will not change the litter more than twice each week and will separate pet waste litter when disposing of same.
13. Inspections other than those permitted under the lease can be made after proper notification and during reasonable hours if a complaint is received in writing and the Riviera Beach Housing Authority has reasonable grounds to believe that a nuisance or threat to health and safety of the occupants of the dwelling or surrounding areas.
14. In the event of a pet rule violation, the pet owner will have ten (10) days from date of

service of notice to correct the violation, to remove the pet or to make a written request for a meeting to discuss said violations, but not to exceed fifteen (15) days from effective date of service of the notice. Failure to correct the violation or to request a meeting or to appear at a requested meeting may result in termination of tenancy.

15. If a pet is removed due to the death or incapacity of the pet owner and the two responsible parties are contacted and are unwilling or unable to remove the pet, or cannot be contacted; the pet will be removed and placed in a pet facility for a period not to exceed thirty (30) days. The cost of the animal care shall be borne by the pet owner or his or her estate.
16. All conditions must be met and lease signed before admitting said pet to the dwelling unit.

I, _____, having duly read the above pet rules, understand and agree to comply with said rules as long as I retain a pet on the Housing Authority premises.

TENANT'S
SIGNATURE: _____

WITNESS: _____

PET INFORMATION: Type of Pet: _____
Weight: _____
DATE APPROVED: _____

IMMUNIZATION RECORD: Type: _____
Date: _____

PERSON(S) TO CONTACT TO CARE FOR PET IN OWNERS ABSENCE:

Name: _____
Address: _____
Phone: (_____) _____

Name: _____
Address: _____
Phone: (_____) _____

COMMENTS OR SPECIAL CONDITIONS: _____

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. x Yes Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. X Yes Was the most recent fiscal audit submitted to HUD? **The most recent fiscal audit was forwarded to HUD for the Fiscal Year ending September 2001.**
3. X Yes Were there any findings as the result of that audit? **There were Five (5) audit findings in the Fiscal Year ending September 2001 Report.**
4. X Yes If there were any findings, do any remain unresolved? **One (1) finding remained unresolved.**
If yes, how many unresolved findings remain? **(1)**
5. X Yes Have responses to any unresolved findings been submitted to HUD? **The responses to the audit findings were submitted to HUD (TARC) in August 2002. A copy of this report is included as Attachment F.**
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

- 1.x Yes: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
☐ Private management
☐ Development-based accounting
x ☒ Comprehensive stock assessment
☐ Other: (list below)

3. x No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

The Riviera Beach Housing Authority (RBHA) established a Five-Year Plan Advisory Board which included residents of conventional and Section 8 properties. A workshop was sponsored by the RBHA to solicit input and to facilitate suggestions for the Plan goals and objectives. The Advisory Board representatives are Marie DeBrosse, Marge Joseph, Carol Georges, Nancy White and LaToya Johnson. There were no significant additions or deletions to the RBHA Five-Year Plan. The Advisory Board was reconvened as the Ivey Green Resident Council, Inc. to assist with the facilitation of the FY2002 Annual Plan. To ensure Resident input periodic meetings were held with the Resident Council to further promote full resident participation. Residents were notified of public hearings of which the final hearing was held as per HUD regulations on Wednesday, June 26, 2002. The Resident Council reviewed the plan and work items. Overall, they were very pleased with the Annual Plan being submitted but wanted the RBHA to include additional security lighting for dark areas and ensure that the crawl spaces in the attics were eliminated or safety enhanced. The RBHA administration reviewed the comments and assessed that the crawl spaces are secure. However, it is necessary to provide additional security lighting in the dark areas.

2. If yes, the comments are Attached **within the FY 2002 Plan.**

3. In what manner did the PHA address those comments? (select all that apply)

- ☒ The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
☒ Yes ☐ No: below or
☐ Yes ☐ No: at the end of the RAB Comments in
Attachment ____.
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ Other: (list below) There were no comments to require additions to the Plan.

B. Description of Election process for Residents on the PHA Board

1. x No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. x No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.) **The Residents were selected by the Mayor of Riviera Beach.**

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- x Other: (describe)
The Mayor of Riviera Beach, Florida, appointed the Resident to the RBHA Board of Commissioners

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Riviera Beach, Florida
The RBHA Five-Year Plan and Annual Summary are consistent with the Five-Year Consolidated Plan for Palm Beach County. The primary goal for the Consolidated

Plan is to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities for the low and moderate income persons. The primary objective is to extend and strengthen partnerships amongst government, public and private sector for the production and operation of affordable housing.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan.
(list such initiatives below)
 - (1) housing stock preservation in context of comprehensive neighborhood strategic plans for improving neighborhood-wide strategic plans for improving economic conditions and social service delivery.
 - (2) providing Day Care and other social programs directed to the PHA residents under the age of 18
 - (3) promote homeownership for first time homebuyers in a neighborhood context
 - (4) leverage private sector resources to preserve and improve affordable housing for low and very low income families
 - (5) form working partnerships with existing neighborhood community development corporations to revitalize the Riviera Beach communities

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Consolidated Plan for Palm Beach County supports the RBHA Five Year Plan and Annual Summary by emphasizing that the goal of Palm Beach County is to extend and strengthen partnerships thereby, enabling a commitment to providing housing opportunities for low income persons. The Consolidated Plan, furthermore, has specifically identified that distressed communities within the County will require improved coordination between resources to facilitate comprehensive strategies for the addressment of goals and objectives. These strategies will affirmatively further fair housing as the RBHA properties will

become residences of “desire and choice” versus perceptualized housing of “last resort”.

The RBHA requested funds from Palm Beach County through the Housing and Community Development Block Grant application FY 2001-2002 to expand the comprehensive learning center. This renovation will be completed during FY2002 and will include additional classrooms and space for the Business/Economic Development Center and the After-School Childcare/Daycare facility.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Criterion for identifying a “substantial deviation” from or “significant amendment or modification” to the PHA Plan

The Riviera Beach Housing Authority (RBHA) in the submission of the FY 2002 Annual Plan has not deviated or significantly amended the goals and objectives established through the FY 2000-2004 Five Year Plan. More specifically, the RBHA did not have any significant changes to the FY 2002 Annual Plan based on the criteria established as referenced for a significant alteration or deviation. The RBHA will consider the following to be changes in its Agency Plan necessary and sufficient to require a full review by the Resident Advisory Board and the Public Hearing process before a corresponding change in the Agency Plan can be adopted. A significant deviation or alteration would have included the following:

1. Any alteration of the Authority’s Mission Statement;
2. Any change or amendment to a stated Strategic Goals;
3. Any change or amendment to a stated Strategic Objective except in a case where the changed results from the Objective having been met;
4. Any introduction of a new Strategic Goal;
5. Any alteration in the Capital Fund program Annual Plan that affects expenditure greater than twenty percent (20%) of the CFP Annual budget for that year.
6. Any change with regard to housing designation status, homeownership programs or conversion activities.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment A (fl076a02)	Capital Fund Program 5-Year Action Plan
Attachment B (fl076b02)	FY 2002 Capital Fund Program Annual Statement
Attachment C (fl076c02)	Annual Statement/Performance and Evaluation Reports
Attachment D (fl076d02)	Organizational Chart FY2002
Attachment E (fl076e02)	Deconcentration and Income Mixing Certification
Attachment F (fl076f02)	Response to Audit Findings for Fiscal Year Ending September 30, 2001.

Capital Fund Program Five-Year Action Plan (Attachment A)

fl076a02

Part I: Summary

PHA Name Riviera Beach Housing Authority				<input checked="" type="checkbox"/> Original 5-Year Plan + additional years <input type="checkbox"/> Revision No:	
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 2006
PHA-WIDE	Annual Statement				
Administration		26,484	26,484	26,484	26,484
Operations		26,484	26,484	26,484	26,484
Management Improvements		52,968	52,968	52,968	52,968
Fees and Costs		26,484	26,484	26,484	26,484
Non-Dwelling		16,000	16,000	16,000	16,000
FL076					
Replace Window A/C		45,999	0	0	0
Relocation		3,000	3,000	3,000	3,000
504 Compliance		67,430			
Replace Aluminum Wiring w/copper			113,429	113,429	37,487
(1) Install kitchen cabinets duplexes/ townhouses					49,942
(2) Replace Irrigation System					21,000
(3) Security Lighting of Dark Areas					5,000
CFP Funds Listed for 5-year planning		264,849	264,849	264,849	264,849
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year 2: _ FFY Grant: 2003 PHA FY: 2003			Activities for Year 3: ____ FFY Grant: 2004 PHA FY: 2004		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	FL076	Replace Window A/C	45,999	FL076	Relocation	3,000
		Relocation	3,000		Replace Aluminum wiring w/copper	113,429
		504 compliance	67,430			
	PHA-WIDE	Administration	26,484	PHA-WIDE	Administration	26,484
		Operations	26,484		Operations	26,484
		Management Improvements	52,968		Management Improvements	52,968
		Fees & Costs	26,484		Fees & Costs	26,484
		Non-dwelling	16,000		Non-dwelling	16,000
Total CFP Estimated Cost			\$264,849			264,849

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year :__4__ FFY Grant: 2005 PHA FY: 2005			Activities for Year: __5__ FFY Grant: 2006 PHA FY: 2006		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
FL076	Relocation	3,000	FL076	Relocation	3,000
	Replace Aluminum wiring w/copper	113,429		Install Kitchen Cabinets Duplexes/Townhouses	49,942
				2) Replace Irrigation System	21,000
				(3) Security Lighting of Dark Areas	5,000
				Replace Aluminum wiring w/copper	37,487
PHA-WIDE	Administration	26,484	PHA-WIDE	Administration	26,484
	Operations	26,484		Operations	26,484
	Management Improvements	52,968		Management Improvements	52,968
	Fees & Costs	26,484		Fees & Costs	26,484
	Non-dwelling	16,000		Non-dwelling	16,000
Total CFP Estimated Cost		\$264,849			\$264,849

CAPITAL FUND PROGRAM TABLES START HERE

ATTACHMENT B fl076b02

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Riviera Beach Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL14PO76501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: FY 2002
--	---	---

☒ **Original Annual Statement**
☐ **Reserve for Disasters/ Emergencies**
☐ **Revised Annual Statement (revision no:)**
☐ **Performance and Evaluation Report for Period Ending:**
☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	26,484			
3	1408 Management Improvements	52,968			
4	1410 Administration	26,484			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	26,484			
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000			
10	1460 Dwelling Structures	95,945			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization Expenses or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines.....)	264,849			
22	Amount of line XX Related to LBP Activities				
23	Amount of line XX Related to Section 504 compliance				
24	Amount of line XX Related to Security –Soft Costs	0			
25	Amount of Line XX related to Security-- Hard Costs	0			
26	Amount of line XX Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Riviera Beach Housing Authority			Grant Type and Number Capital Fund Program Grant No: FL14PO76501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: FY 2002		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. No	Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Operations	1406		1	26,484				
	Management Improvements	1408		1	52,968				
	Training/Seminars								
	Administration	1410		1	26,484				
	Staff								
	Fees and Cost	1430		1	26,484				
	Architectural / Engineering								
FL076	Site Improvements	1450			10,000				
	Waste Water Drainage Repair								
FL076	Dwelling Structures	1460			95,945				
	Stucco Buildings								
	Grant Totals				264,849				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Riviera Beach Housing Authority			Grant Type and Number Capital Fund Program No: FL14PO76501-02 Replacement Housing Factor No:			Federal FY of Grant: FY2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
1406	September 2003			September 2005			
1408	September 2003			September 2005			
1410	September 2003			September 2005			
1430	September 2003			September 2005			
1450	September 2003			September 2005			
1460	September 2003			September 2005			

CAPITAL FUND PROGRAM TABLES START HERE

ATTACHMENT B fl076b02

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Riviera Beach Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL14PO76501-01 Replacement Housing Factor Grant No:	Federal FY of Grant: FY 2001
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☐ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: March 31, 2002
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	28,075		28,075	0
3	1408 Management Improvements	56,150		28,075	0
4	1410 Administration	28,075		11,230	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	28,075		0	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	144,943		0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization Expenses or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines.....)	285,317		67,380	0
22	Amount of line XX Related to LBP Activities				
23	Amount of line XX Related to Section 504 compliance				
24	Amount of line XX Related to Security –Soft Costs	0			0
25	Amount of Line XX related to Security-- Hard Costs	0			0
26	Amount of line XX Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Riviera Beach Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL14PO76501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: FY 2001			
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. No	Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Operations	1406			28,075		28,075	0	completed by 12/31/02
	Management Improvements	1408			56,150		28,075	0	completed by 12/31/02
	Training/Seminars								
	Administration	1410			28,075		11,230	0	completed by 12/31/02
	Staff								
	Fees and Cost	1430			28,075		0	0	
	Architectural / Engineering								
FL076	Dwelling Structures	1460			144,943		0	0	
	Stucco Buildings								
	Grant Totals				285,317		67,380	0	

[illegible]

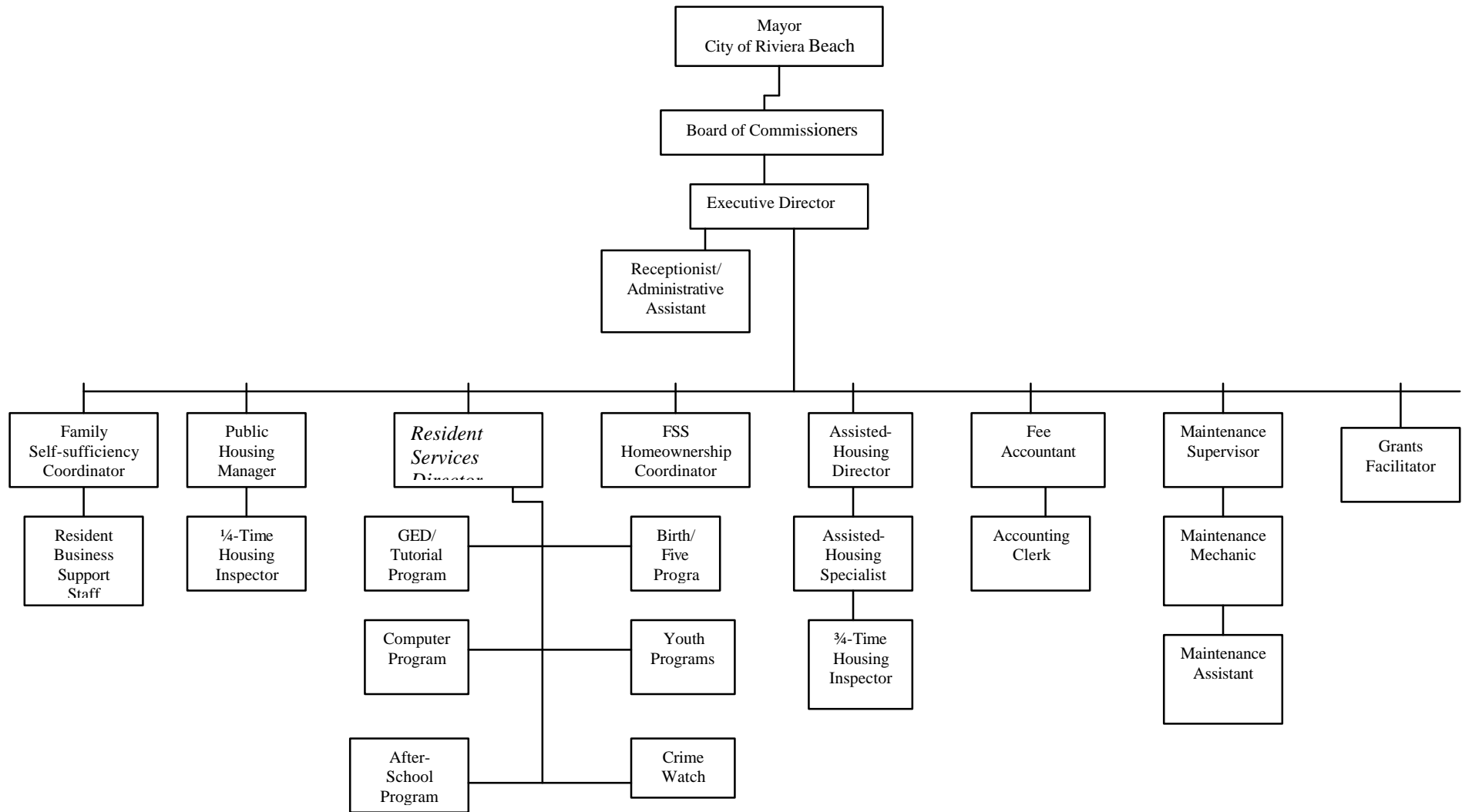
Annual Statement/Performance and Evaluation Report ATTACHMENT C fl076c01 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Riviera Beach Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL14PO76501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: FY 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: March 31, 2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	28,075	28,075	28,075	25,420
3	1408 Management Improvements	56,150	56,150	56,150	46,509
4	1410 Administration	28,075	28,075	28,075	17,280
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	28,075	28,075	28,075	28,075
8	1440 Site Acquisition				
9	1450 Site Improvement	5,000	8,000	8,000	7,621
10	1460 Dwelling Structures	135,376	132,376	132,376	60,291
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization Expenses or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines.....)	280,751	280,751	208,287	185,196
22	Amount of line XX Related to LBP Activities				
23	Amount of line XX Related to Section 504 compliance				
24	Amount of line XX Related to Security –Soft Costs				
25	Amount of Line XX related to Security-- Hard Costs				
26	Amount of line XX Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Riviera Beach Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL14PO76501-00 Replacement Housing Factor Grant No:					Federal FY of Grant: FY 2000		
Development No. Name/HA-Wide Activities	General Description of Major Work Categories	Dev. No	Acct No.	Quantity	Total Estimated Cost		Total Actual Cost Funds Obligated	Funds Expended	Status of Work
					Original	Revised			
PHA WIDE									
	Operations Appliances/Refrigerators & Stoves	1406	1406	1	28,075	28,075	28,075	25,420	Completed by - 9/30/2002
	Management Improvements	1408	1408	1	56,150	56,150	56,150	46,509	Completed by 9/30/2002
	Training/Seminars								
	Administration	1410	1410	1	28,075	28,075	28,075	17,280	Completed by 9/30/2002
	Salaries Van Repair								
	A/E Design and Fees	1430	1430	1	28,075	28,075	28,075	28,075	Completed
FL07601	Site Improvements	1450	1450	1	5,000	8,000	8,000	7,621	Completed by 9/30/2002
	Building Sewer Replacement								
	Dwelling Structures	1460	1460	1	135,376	132,376	132,376	60,291	Completed by 9/30/2002
	Stucco 2003 building								

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Riviera Beach Housing Authority			Grant Type and Number Capital Fund Program No: FL14PO76501-00 Replacement Housing Factor No:			Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA WIDE							
Operations`	9/30/02	03/31/02		6/30/03	9/30/02		
							The RBHA Administration is spending the FY 2000 Capital Fund allocation on schedule. All funds will be expended by 9/30/02. Items have been reprioritized as the RBHA is under the administration of the TARC.
Management Improvements	9/30/02	03/31/02		6/30/03	9/30/02		
Fees and Costs	9/30/02	03/31/02	12/31/01	6/30/03	Completed		
Site Improvements	9/30/02	03/31/02		6/30/03	9/30/02		
Dwelling Structures	9/30/02	03/31/02		6/30/03	9/30/02		

RIVIERA BEACH HOUSING AUTHORITY ORGANIZATIONAL CHART (September 2002)



Attachment E: Deconcentration and Income Mixing**6. Deconcentration and Income Mixing**

- a. ☐ Yes ☒ No Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. ☐ Yes ☒ No Do any of these covered developments have average incomes above or below 85% to 115% of the average income of all such developments? If no, this section is complete. The RBHA has only one development (Ivey Green Village) therefore, is exempt from the Deconcentration and Income Mixing Rule.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name :	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Ivey Green Village	156	The RBHA has only one Development.	

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulation

HOUSING AUTHORITY OF RIVIERA BEACH, FLORIDA

Improvement Plan to Address Deficiencies Identified in the Audit Report For Fiscal Year Ending September 30, 2001

The Riviera Beach Housing Authority (RBHA) has prepared a detailed summary of the Audit Findings for FY2001. The Summary includes the response for correction.

SECTION II – FINANCIAL STATEMENT FINDINGS

Finding 2001-1: Internal Control Deficiency Over Federal Financial Reporting

The Authority is required annually to submit to the HUD REAC office an electronic version of its entity- wide financial statements. This submission is known as the Financial Data Schedule (FDS). The FDS should agree to the Authority's financial statements, and the Authority should maintain evidence of agreement in accordance with REAC's line item definitions.

The Authority could not produce a crosswalk from its general ledger trial balance to the FDS as of and for the year ended September 30, 2001.

Response:

The RBHA hired a Financial Director whose first day of work was August 12, 2002. Based on conversations with TARC, Mr. Hensley prepared a summary report of his initial findings and left the Agency as the RBHA was informed that formal approval had not been granted for his employment. Subsequently, the RBHA does not have a Finance Director. When the Agency receives formal approval to hire Mr. Hensley the following procedures will be implemented to cure the finding:

- (1) Using an electronic spreadsheet, the Authority will prepare a working trial balance for each program based upon its general ledger account numbers. A column will be added to the schedule in which the appropriate FDS line number will be assigned to each account balance. The spreadsheet will then be restored by the FDS line number field.
- (2) Every program will be separated by its own fund at the general ledger level, (separate self – balancing trial balances) as it is necessary to do this before the FDS can be prepared. This breakout of combined programs (Public Housing, Capital Fund, and Drug Elimination) will be prepared in a spreadsheet format.

Finding 2001-2: PFS Lack of Supporting Documentation

In our review of PHA's PFS, HUD form 52723, the Authority was unable to support its reported Allowable Utilities expense level from form HUD 52722-A.

Response:

The PHA will establish controls that will allow for review and verification of all PFS calculations. The Finance Director will be responsible for ensuring facilitation of this task. An updated utility allowance study has been completed and was adopted by Board Resolution.

Finding 2001-3 Restricted Tenant Security Deposits Used in Operations

The Authority has not maintained resident security deposits in a separate bank account, and due to cash shortfalls, has used this cash for operations of the Authority.

Response:

The RBHA will establish controls over cash to such an extent that the available cash balance in banks never falls below the security deposit liability account that agrees with the Tenant Security Deposit Ledger. The Finance Director will be responsible for this task. The Security Deposits were in an interest bearing account, and the RBHA was directed by the Miami Field Office to utilize these funds to pay HAP expenditures. The Agency has not been reimbursed by HUD therefore, the security deposits have not been replaced.

Finding 20014 Property Ledger Deficiencies

The PHA could not provide a detailed property ledger that agrees with the annual inventory of fixed assets.

Response:

The RBHA will establish control procedures and assign the personnel necessary to achieve complete agreement between all components of the fixed asset control system. This would entail agreement among the Annual Physical Inventory Ledger, The Detailed Equipment Records, and the Subsidiary and General Ledger. The Finance Director will facilitate the effective implementation of this task by assisting the Director of Maintenance in the review of inventory and preparing a detailed inventory report.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Finding 2001-2 PFS Lack of Supporting Documentation

During our audit, it was noted that not all of the cash and investments are collateralized sufficiently to meet HUD requirements. Also, the PHA did not have an executed HUD form 51999 for all monies on deposit with financial institutions.

Response:

The RBHA has executed depository agreements with all of its financial institutions. All financial institutions have been contacted to ensure compliance and secure evidence collateralization. The RBHA does concur with this finding and the Auditor's recommendation. However, it must be noted that this finding is reflective of the previous administration. This administration has diligently worked to ensure that this finding will be corrected and will not be citable in the audit report for the fiscal year ending September 30, 2002.

SECTION IV – SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

There were six Prior Audit Findings.

1999 – 1 Certain General Ledger Accounts did not Have Evidence of Supporting Documentation.

This finding continues see current audit finding #2001-4.

2000 – 1 Cash Disbursements- Lack of Supporting Documentation.

This finding is cleared.

2000 – 2 Deficiencies Noted in Maintenance of Low-Income Resident Files.

This finding is cleared.

2000- 3 Insufficient Documentation to Support Rent Roll Used in Preparation of Performance Funding Documents.

This finding is cleared.

2000 – 4 Cash and Investments are Not Collateralized.

This finding is cleared.

2000 – 5 PHA is Not Filling a Maintenance Wage Rate Determination HUD 52158.

This finding is cleared.

2000 – 6 SEMAP Lack of Supporting Documentation.

This finding is cleared.